

**BY ORDER OF THE COMMANDER,
PACIFIC AIR FORCES**



AIR FORCE INSTRUCTION 36-2252

**PACIFIC AIR FORCES COMMAND
Supplement 1**

31 MARCH 2004

Personnel

FIRST TERM AIRMEN CENTER

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the AFDPO WWW site at:
<http://www.e-publishing.af.mil>

OPR: HQ PACAF/DPFET
(SMSgt James Russell)

Certified by: HQ PACAF/DPF
(Colonel David Tom)
Pages: 3
Distribution: F

The purpose of this supplement is to standardize elements of the FTAC program yet allow flexibility for local requirements and programs. This supplement clarifies responsibilities, curriculum additions, programs, and facilities of PACAF First Term Airmen Centers. Any deviations to this publication must be coordinated through HQ PACAF/DPFET. This publication does not apply to Air Force Reserve Command (AFRC) and Air National Guard (ANG) units and members.

AFI 36-2252, 1 August 2000, is supplemented as follows:

1.4. Unit commanders will be responsible for scheduling all first term airmen who are arriving at their first permanent duty station to attend. Ordinary leave will not be approved while airmen are assigned to the FTAC. The airman's first sergeant or commander will determine whether a situation warrants emergency leave. If emergency leave is approved, the first sergeant or commander must notify the FTAC. Upon the airman's return, the airman will report to the FTAC for completion of training requirements.

1.4.1. (Added) Units are responsible for airmen promotion notifications when airmen are assigned to FTAC. Unit commander and first sergeant should ensure they are available to promote airman on his/her promotion day. Ensure the FTAC staff is aware of the airman's promotion so proper protocol arrangements are made.

1.4.2. (Added) MPF's will send a base in-processing personnel listing to the FTAC NCOIC. The FTAC NCOIC will forward class rosters to the CSS's to confirm airmen's attendance.

1.6.2. (Added) PACAF FTAC NCOICs will provide HQ PACAF/DPFET with their name, office symbol, and phone number within 15 days of assignment to the FTAC.

1.6.3. (Added) PACAF FTAC NCOICs for Korea FTAC centers will not be restricted to local resources and will be advertised in the EQUAL-plus system.

1.6.4. (Added) The FTAC should be provided a team leader or team leaders to assist with the administration and management of FTAC functions. The selected team leader must have completed Airman Lead-

ership School. The number of team leader positions should be based on the FTAC student population, curriculum, and administrative requirements.

1.6.5. (Added) The FTAC NCOIC will administer discipline as necessary up to and including letters of counseling. The airman's first sergeant will be advised of all documented disciplinary measures and will be notified of any major disciplinary infractions that might result in removal from the FTAC program.

2.1. PACAF FTAC programs must be at least 10, but no more than 15 duty days in length. Wings will use a continuous training schedule (i.e. student can enter at any day of training.) If student population falls below six students, the FTAC NCOIC will consider rescheduling curriculum requirements at earliest possible date. Students will enter FTAC immediately following base in-processing requirements, unless in-processing is part of the FTAC program.

3.3. (Added) The mandatory AETC curriculum for FTACs includes all mandatory topics established in the AFI. Additional mandatory command specific topics include the addition of Wing history, wing senior leader recognition, OPSEC, COMSEC, COMPUSEC, LOAC, study skills and test taking techniques, customer service training, and enlisted training, (OJT records, upgrade training requirements). Local enlisted leadership briefings should include but are not limited to; effective EPRs, career broadening, volunteering, AF testing, military awards, medals, and ribbons.

3.4. (Added) An FTAC pre and post-test will be used to help validate curriculum elements and briefing effectiveness. This is not to establish a grade or pass/fail measurement tool.

3.5. (Added) A student will be required to give a safety briefing at the end of each day. This is to promote safety and to give students an opportunity to develop a short brief and speak in public.

3.6. (Added) One day of the course curriculum will include a reveille and/or retreat ceremony. When weather or local conditions prohibit, an appropriate indoor flag ceremony will be conducted.

3.7. (Added) Physical conditioning requirements will be included in FTAC curriculum that meets or exceeds Air Force Instructional guidelines.

3.8. (Added) There will be a minimum of 3 open rank inspections during the FTAC course. An inspection will take place for each of the 3 uniform combinations: BDU, short sleeve, and service uniform. The NCOIC will determine pants or skirt for the female service uniform and the inspection criteria. This is to help ensure that proper dress and appearance standards are understood and met and provides an opportunity to perform such an inspection.

4. (Added) **FTAC Program Administration:**

4.1. (Added) To minimize OJT/upgrade training delays/interruptions, where instituted, details will not be part of the FTAC course. FTAC is a separate entity from the detail program and will be treated as such.

4.2. (Added) Wings will personalize an appropriate FTAC ceremony to welcome airman to the operational Air Force. They should be designed to meet the uniqueness of their mission, location, and/or environment.

4.3. (Added) An official notification letter should be forwarded to the family of each FTAC attendee. Wings will determine format and signature for their respective program. This is to promote a sense of recognition and as a recruitment tool for family and friends.

4.4. (Added) NCOIC will ensure all training requirements are documented and forwarded to the members gaining organization.

4.5. (Added) Based on local professional development programs and requirements, Wings will determine where the FTAC NCOIC position will be aligned. This includes alignment under the CAA.

5. (Added) **Facilities:**

5.1. (Added) Wings will ensure adequate facilities are obtained, maintained, and managed in order to meet the requirements of the FTAC program. Dedicated academic facilities provide the proper learning environment to support the FTAC program.

5.1.1. (Added) A standard FTAC classroom should include but is not limited to:

- Student tables to accommodate
- Student chairs to accommodate
- 1 Large soft-board Multi-Purpose
- 1 Instructor chair
- 1 Instructor desk
- 1 Computer
- 1 Computer desk
- 1 VCR
- 1 Large screen TV
- 1 LCD projector/In-focus machine
- 1 Digital Camera
- 1 Podium
- Bookcases as required
- 1 Handheld Mouse
- 1 VGA Splitter
- 1 Cable Set
- Projection Screen

5.1.2. (Added) Computer learning resource centers are highly encouraged to fulfill computer based ancillary training requirements.

CARL A. STEEL, Colonel, USAF
Director of Personnel